

Administrative Assistant for the Town Administrator's Office

The Town of Sheffield is seeking applicants for the position of Administrative Assistant for the Town Administrator's Office. The position involves a wide range of duties, please visit sheffieldma.gov to view the list of duties. Applicant must be available for evening meetings. Must be able to work independently. We are looking for a team player with excellent organizational, multi-tasking, communication and clerical skills, municipal experience is a plus. Salary range is \$16.50 – \$19.00 per hour and includes excellent benefits. For questions or to obtain an application contact the office of the Town Administrator, Town Hall, 21 Depot Street, Sheffield, MA 01257 (413) 229-7000, Ext. 152. The Town of Sheffield is an equal opportunity employer and provider. Preference will be given to applications received on or before February 28, 2022.